

**CHAPTER 18**  
**WYOMING DEPARTMENT OF EDUCATION**  
**PRIVATE SCHOOL LICENSING**  
**INITIAL AND/OR RENEWAL CHECKLIST**

**Name of Institution** \_\_\_\_\_

- PSL Form 610B Initial and/or Renewal Application - \$1,000 License Fee \_\_\_\_\_
- PSL Form 3 – Initial and/or Renewal Checklist \_\_\_\_\_
- PSL Form 14 – Personnel Information – attach professional credentials \_\_\_\_\_
- PSL Form 15 – Application to License Agents - \$100 each \_\_\_\_\_
- PSL Form 16 – Number of Students for the Previous Year \_\_\_\_\_
- PSL Form 18 – Licensing History Disclosure \_\_\_\_\_
- PSL Form 28 – Advertising Policy \_\_\_\_\_
- Emergency operating plan \_\_\_\_\_
- Professional credentials for all personnel (send copies – retain originals) \_\_\_\_\_
- Current financial statements \_\_\_\_\_
- Special education policy \_\_\_\_\_
- Probationary academic discipline \_\_\_\_\_
- Compliance with city, county, and state regulations/inspections \_\_\_\_\_
- Proof of adequate instructional area \_\_\_\_\_
- Mission statement and organizational structure \_\_\_\_\_
- Immunization policies \_\_\_\_\_
- School calendar \_\_\_\_\_
- Tuition fees & other charges \_\_\_\_\_
  
- Tuition refund schedule and policies \_\_\_\_\_
  
- Enrollment contract \_\_\_\_\_
  
- Attendance record form \_\_\_\_\_
  
- Copy of licenses or certificates from other government agencies \_\_\_\_\_
  
- Certificate of completion \_\_\_\_\_
  
- Parent /Faculty / Student handbook(s) \_\_\_\_\_
  
- Alphabetical list of all: 1) administrators, 2) faculty, and 3) staff \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

The information submitted in this form is marked  
CONFIDENTIAL and will be forwarded to the State of  
Wyoming only, as requested by the certification  
regulations.

**CHAPTER 18**  
**WYOMING DEPARTMENT OF EDUCATION**  
**PRIVATE SCHOOL LICENSING**  
**PERSONNEL INFORMATION**

Name of Institution: \_\_\_\_\_

Position held (check more than one if appropriate): ( ) Chief Administrator, ( ) School Director, ( ) Instructor, ( ) Licensed Agent

Other (specify) \_\_\_\_\_

I. NAME: \_\_\_\_\_

Area code

Home phone

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

II. FORMAL EDUCATION

Name of Schools or Colleges – Address	Date Last Attended	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. WORK EXPERIENCE (Indicate with an “X” those to contact for reference)

Employer – Address	Position	Dates (From - To)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. **ATTACH COPY OF TRANSCRIPTS** – retain the originals at the school’s Wyoming office

V. AN AFFIRMATIVE RESPONSE TO THE FOLLOWING STATEMENT MUST BE FULLY EXPLAINED IN A SEPARATE NOTARIZED STATEMENT.

(Have / Have not)

I \_\_\_\_\_ been dismissed from any position for immoral or unprofessional conduct or had a license or permit revoked in this or any other state.

The above information and data are true and to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CHAPTER 18**  
**WYOMING DEPARTMENT OF EDUCATION**  
**PRIVATE SCHOOL LICENSING**  
**APPLICATION TO LICENSE AGENTS**

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Pursuant to Wyo. Stat. 21-2-403, I hereby apply for a Registered Agent's License that entitles me to solicit business for the above referenced institution within the State of Wyoming in accordance with Wyo. Stat. 21-2-401 through 407. I pledge to serve in this capacity within the spirit and letter of the law.

\_\_\_\_\_  
Registered Agent's Name (Print) (Area Code) Home Phone Number

\_\_\_\_\_  
Street Address (Area Code) Work Phone Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Registered Agent's Signature Date

I have carefully reviewed the qualifications and the personal data of the above applicant and believe that he/she will perform as pledged above. I request that he/she be issued a permit to solicit business for our school in the State of Wyoming.

\_\_\_\_\_  
Name (print) Phone Number

\_\_\_\_\_  
Position – Chief Administrative or Executive Officer (print)

\_\_\_\_\_  
Signature

**WYOMING DEPARTMENT OF EDUCATION  
PRIVATE SCHOOL LICENSING  
APPLICATION TO LICENSE AGENTS**

Name of Institution: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

\_\_\_\_ 1. FORMAL EDUCATION (three most recent)

<b>Name of School or College</b>	<b>Date of Attendance</b>	<b>Degree</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_ 2. WORK EXPERIENCE (Indicate with an "X" those to contact for reference)

<b>Employer – Address</b>	<b>Position</b>	<b>Dates (From - To)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_ 3. Attach a copy of appropriate unofficial transcripts. Official transcripts must be on file.

\_\_\_\_ 4. PLACE AN "X" IN THE SPACES BELOW AS IT APPLIES TO YOU:

- A. Have you ever been dismissed from any position for immoral or unprofessional conduct or had a license or permit revoked in this or any other state?

\_\_\_\_ YES                      \_\_\_\_ NO

- B. Have you ever been convicted of a felony or high misdemeanor pertaining to fraud, sexual assault, child abuse, or other job-related reprehensible conduct?

\_\_\_\_ YES                      \_\_\_\_ NO

**NOTE: AN AFFIRMATIVE RESPONSE TO THE STATEMENTS ABOVE MUST BE FULLY EXPLAINED IN A SEPARATE NOTARIZED STATEMENT.**

The above information and data are true to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CHAPTER 18**  
**WYOMING DEPARTMENT OF EDUCATION**  
**PRIVATE SCHOOL LICENSING**  
**NUMBER OF STUDENTS FOR THE PREVIOUS YEAR**

Name of Institution \_\_\_\_\_

Address of Institution \_\_\_\_\_

\_\_\_\_\_  
City State Zip

I, \_\_\_\_\_, as Chief Administrator of the above mentioned Institution verify that in the past twelve months the total number of enrolled students was \_\_\_\_\_, for the twelve month period \_\_\_\_\_.

\_\_\_\_\_  
Chief Administrator (print or type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**STATE OF WYOMING  
DEPARTMENT OF EDUCATION  
PRIVATE SCHOOL LICENSING  
LICENSING HISTORY DISCLOSURE  
CHAPTER 18**

Name of Institution

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Address of Institution

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City

State

Zip

Pursuant to Wyo. Stat. 21-2-402 (b)(iv), applicant/licensee must disclose whether its license had been revoked, suspended, denied or has not been renewed by the licensing jurisdiction of another state, a detailed explanation of the reasons for the action together with the documents relating to any subsequent judicial or administrative proceedings.

Pursuant to Wyo. Stat. 21-2-402 (d), did applicant/licensee have past or current material misrepresentation or omission in any information submitted to the Department, or fail to report any change in information required under subsection (b) of this section in a timely manner.

Please answer the following questions:

1. Have the applicant/licensee, co owners, management, marketing, or other operational personnel ever had its license revoked, suspended, denied, or not renewed for similar operations in this or another state?

\_\_\_\_\_NO \_\_\_\_\_YES (attach explain)

2. Have the applicant/licensee have past or current material misrepresentations or omissions of information submitted to the Department?

\_\_\_\_\_NO \_\_\_\_\_YES (attach explain)

3. If Yes, to either question, please provide the action, date, jurisdiction, and explanation. Use additional sheets if necessary. If No, proceed to signature portion of form.

\_\_\_\_\_

Action

\_\_\_\_\_

Date

\_\_\_\_\_

Jurisdiction

Explanation:

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I have carefully reviewed Wyo. Stat. 21-2-402 (b)(iv) and Wyo. Stat. 21-2-402 (d). The disclosure marked in questions 1 and 2 is true to the best of my knowledge.

\_\_\_\_\_

Name

\_\_\_\_\_

Title (President, CEO, Owner)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**CHAPTER 18**  
**WYOMING DEPARTMENT OF EDUCATION**  
**PRIVATE SCHOOL LICENSING**  
**ADVERTISING POLICY**

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Name of School

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Current Address

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RE: Wyo. Stat. 21-2-402(b)(xi) and Wyoming Board of Education Rules and Regulations Chapter 30, State Board of Education.

“The applicant upon obtaining a license will not advertise or otherwise represent in any manner that the licensed institution is accredited unless the accreditation has been received from an accrediting association recognized by the United States Department of Education.” If the institution chooses to advertise that they are licensed by the Wyoming Department of Education the student must sign the following statement: “I understand that (Name of institution) is licensed by the Wyoming Department of Education in accordance with Wyo. Stat. 21-2-401 through 21-2-407 and that neither the Department of Education nor the Wyoming State Board of Education has accredited or endorsed any course of study being offered by (Name of institution).”

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Chief Administrator (print or type)

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Date

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Signature

**CHAPTER 18**  
**WYOMING DEPARTMENT OF EDUCATION**  
**PRIVATE SCHOOL LICENSING**  
**INITIAL AND/OR RENEWAL APPLICATION**

NAME OF SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**License for the year of July 1, \_\_\_\_ through June 30, \_\_\_\_ Initial \_\_\_\_\_ Renewal \_\_\_\_\_**

Application is hereby made for a Wyoming Private School License pursuant to the Wyoming Private School Licensing Act and in accordance with Chapter 18 of the Rules and Regulations approved by State Board of Education.

**1. A \$1000.00 License fee must accompany this form.**

2. Included as a part of this application is a current school catalog or other brochure(s).

3. Check items which appropriately characterize this school:

☐ profit, ☐ non-profit, ☐ franchised, ☐ individually owned, ☐ partnership,  
☐ corporation, ☐ business, ☐ trade, ☐ technical,  
☐ other (specify) \_\_\_\_\_.

4. All owners, officers and directors of this school are listed in the alphabetical list submitted with this application and clearly identified in the accompanying catalog (references the pages.)  
\_\_\_\_\_

5. This school is in compliance with local, city, and county ordinances, and state laws relating to the health and safety of all persons upon the premises and complies with all requirements of "Wyoming Private School Licensing Rules and Regulations". Data supporting this statement are included with this application or a letter explaining why this does not apply.

6. Does an accreditation body approved by the United States Department of Education accredit the above institution? \_\_\_\_Yes \_\_\_\_No

If yes, please provide a copy of the accreditation certificate.

The above information and data are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Chief Administrator (print or type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Finance Unit  
Wyoming Department of Education  
Hathaway Bldg, 2<sup>nd</sup> Floor  
2300 Capitol Avenue  
Cheyenne, WY 82002-0050  
(307) 777-6266

PSL 851  
02/05

**STATE OF WYOMING  
DEPARTMENT OF EDUCATION  
PRIVATE SCHOOL LICENSING  
*RELIGIOUS EXEMPTION***

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**Name of School**

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**Address**

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**City**

**State**

**Zip**

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**Religious Affiliation**

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**Point of Contact**

Wyo.Stat. 21-4-101(iv), states that nothing contained in Wyo.Stat. 21-4-102 (b), 21-2-401 or 21-2-406 grants to the state of Wyoming or any of its officers, agencies or subdivisions any right or authority to control, manage, supervise or make any suggestions as to the control, management or supervision of any parochial, church or religious school.

As Chief Administrator I, \_\_\_\_\_ Request religious exemption for above  
(print or type) named entity

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Signature

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Date

**ACKNOWLEDGEMENT**

State of \_\_\_\_\_ )

\_\_\_\_\_ ) SS

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by

\_\_\_\_\_, this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

Witness my hand and official seal.

(Signature) \_\_\_\_\_

(Print or Type) \_\_\_\_\_, Notary Public

## **CHAPTER 18**

### **WYOMING DEPARTMENT OF EDUCATION**

### **PRIVATE SCHOOL REFUND POLICY - EXAMPLE**

All private school licensed by the Wyoming State Board of Education will utilize a refund policy that parallels policies recommended by accrediting agencies recognized by the United States Department of Education and is as follows:

1. Refund Schedule

- A. All monies paid by the applicant student will be refunded if requested within three (3) days after signing an enrollment agreement. All full refund will also be given if the school does not accept the applicant student or in the event that the school discontinues a course during the period of time within a student could have reasonably completed it.
- B. An applicant requesting cancellation in writing after the three day period, but before the scheduled starting date, shall receive a refund of all monies paid less the registration fee of \$50.00 or 1.0% of the program costs, whichever is less.
- C. If a student requests cancellation, or is expelled, (in which event the date of the termination shall be the date of expulsion) the student shall be entitled to tuition refund in accordance with the following schedule:
  - i. For a student terminating after entering school and starting the course of training, but within the first week, the tuition charges made by the school will be 1.0% of the contract price of the course plus at \$50.00 registration fee, but in no event will the school be entitled to more than \$300.00.
  - ii. For a student terminating after one week, but within the first 25% of the course, the tuition charges made by the school will be 25% of the contract price of a course plus a \$50.00 registration fee.
  - iii. For the student terminating after completing over 25%, but within 50% of the course, the tuition charges made by the school will be 50% of the contract price of the course plus a \$50.00 registration fee.
  - iv. For the student terminating after completing 50% or more of the course, the school will retain full tuition.
    - a. For residency type schools, the percentage of work completed shall be determined by the comparison of total; time of student attendance and total time length of the course offered.
    - b. For correspondence study, the percentage of work shall be determined by comparison of total lessons in the course of study.
    - c. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school will make a settlement which is reasonable and fair to both. (The percentages figures do not include the cost of books, tools, supplies, or special fees).
    - d. All money due and owing the student shall be refunded within thirty (30) days of his or her discontinuance of the course.

(The percentages in ii, iii, and iv above do not include the cost of books, tools, supplies, or special fees.)

2. Breakage Fee

- A. Where the school charges a fee for equipment broken by the student, it may provide the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded

3. Consumable Instructional Supplies

- A. Where the school makes a separate charge for consumable instruction supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies may be retained; any remaining charges must be refunded.

4. Books, Supplies, and Equipment

- A. Where the student purchases his or her books, supplies, and equipment from a bookstore or other source and the cost of such items is separate and independent from the charges made by the school for tuition and fees, the student may retain or dispose of such items at his or her own discretion. Where the school furnishes the books, supplies, and equipment with the cost thereof included in the total charge payable to the school for the courses, and the student withdraws or is discontinued prior to the completion of the course, refund will be made in full for the amount of the charge for the un-issued books, supplies, and equipment. Issued items may be disposed of at the student's discretion.
- B. In any refund situation that a settlement cannot be agreed upon by the student and the (name of institution), services of the Department of Education may be used by both parties to arrive at a final solution.